

NAVSEA TECHNICAL MANUAL ACQUISITION REQUIREMENTS CHECKLIST (TMARC) Sheet 1 of _____

INSTRUCTIONS: 1. Provide the required info. in blocks 1 thru 10. Fill out blocks 11 thru 22, following the instructions given.

2. Use Sheet 4 to detail any tailoring to the TMCR or TMSR.

3. For assistance or further information telephone (NSWSES) AV 360-5523/4997.

NSDSA Task Mgr.	Date	TMCR/TMSR No.
1. FROM: (Enter mailing address of Procuring Activity)	2. Name of TMCR/TMSR Requestor	
	Code	Date
	Phone No.	
	4. In-Service Eng. Agent (ISEA)/Cognizant Tech. Act. (CTA)	
3. TO: COMMANDING OFFICER NAVAL SHIP WEAPON SYSTEMS ENGINEERING STATION CODE 5H34 PORT HUENEME, CA 93043-5007	Code	
	Phone No.	
	5. Tech. Man. Maint. Act. (TMMA)	
	Code	
7. Name, Address, and ZIP Code of TM Preparing Activity	Phone No.	
	6. Life Cycle Manager (LCM)	
	Code	
		Phone No.
		8. Tasking Document/Contract Number

SYSTEM/EQUIPMENT IDENTIFICATION

9. Descriptive Information (Nomenclature):

CAGE (Commercial And Govt. Entity)/Mfr. Name and Address	Part/Model/Type No./Mk/Mod
	APL No.

10. Select either a. or b.

- ☐ a. The TM will be prepared by a contractor (requires a Technical Manual Contract Requirements (TMCR))
- ☐ b. The TM will be prepared by a government activity (requires a Technical Manual SEATASK Requirements)

11. Is this an amendment to a previous TMCR or TMSR? - - - - - ☐ YES ☐ NO

If YES, then provide the existing TMCR or TMSR No. _____

12. Is this an equipment/system acquisition? (Stand-alone TMCR or TMSR) - - - - - ☐ YES ☐ NO

If YES go to top of Sheet 2, if NO continue with Number 13.

13. Is this a ship acquisition? (Master/Subordinate TMCRs) - - - - - ☐ YES ☐ NO

If YES, provide the following information. If NO, go to top of Sheet 2.

a. Attached is the approved Ship Specification Section 086 for:

Ship Name _____ Hull No. _____ Class _____

☐ Lead ☐ Follow-On

b. Fill out a separate Sheet 2 and 3 for each subordinate technical manual type TMCR or TMSR required.

TMCR/TMSR No. _____

For new manuals answer Number 14, for changes and revisions answer Number 15. In both instances also complete Sheet

14. Type of New Technical Manual. Select the type of new technical manual. Select only one block in a. or b. If the procurement is for more than one manual, list them on Sheet 4.

a. Manuals Applicable to Equipment and/or System

DESCRIPTION

- ☐ Commercial Equip.
- ☐ Elect./Interior Communication Equip.
- ☐ Elect./Interior Communication Equip.-Experimental
- ☐ Elect./Interior Communication Equip.-Service Test
- ☐ Elect./Interior Communication System
- ☐ Elect./Interior Communication System-Experimental
- ☐ Elect./Interior Communication System-Service Test
- ☐ Other (describe and include specification number) _____

DESCRIPTION

- ☐ HM&E Equipment
- ☐ HM&E System
- ☐ Weapon Equipment
- ☐ Weapon System

Technical Repair Standards (TRS)

- ☐ Electronic Equipment TRS
- ☐ HM&E Equipment TRS
- ☐ Weapon Equipment TRS

b. Manuals Applicable to Specific Ships and/or ship class

DESCRIPTION

- ☐ Combat System Technical Operations Manual (CSTOM)
- ☐ Combat System Alignment Manual (CSAM)
- ☐ Damage Control Book (DCB)
- ☐ Other (describe and include specification number) _____

DESCRIPTION

- ☐ Operational Stations Book (OSB)
- ☐ Ship Information Book (SIB)
- ☐ Training Aid Booklet (TAB)

15. Technical Manual Revisions and Permanent Change Pages. Select either block a. or b. and answer all applicable questions. If the procurement is for more than one manual list them on Sheet 4. List the manual that is being revised or changed in Number 21.

☐ a. Revision

Is this for a complete revision to an existing TM?

☐ YES☐ NO

Is this an update revision?

☐ YES☐ NO

Is this a non-superseding revision?

☐ YES☐ NO

Title of existing TM. _____

TM no. _____

Date of issue _____

☐ b. Permanent Change Pages

Title of existing TM. _____

TM no. _____

Date of issue _____

Last change no. _____

Last change date _____

Include the reason for this change:

SHIPALT _____

TMDER _____

ORDALT _____

OTHER _____

TMCR/TMSR No. _____

16. Can the system/equipment/component be overhauled? ☐ YES ☐ NO

17. If Number 16 is YES and there is an existing TRS, then provide the following information. If a TRS does not exist, then a TRS TMCR or TMSR will be provided in addition to the TMCR or TMSR requested.

TRS no. _____

TRS title _____

18. Parts Data. If the procurement is for a Change or Update Revision then go to Number 19.

a. Parts List (not applicable with weapon equipment or systems manuals) - - - - - ☐ YES ☐ NOb. Illustrated Parts Breakdown (IPB) (not applicable to systems or FOMM equip. manuals) - - - - - ☐ YES ☐ NOc. Will the IPB be a separate volume? - - - - - ☐ YES ☐ NO

19. Technical Manual Characteristics. Select the appropriate blocks. For Changes and Update Revisions do not answer c.

a. Volumes ☐ Single ☐ Multid. Maintenance Levels ☐ Organizational ☐ Intermediate ☐

b. Manual Size

☐ 8 1/2 x 11☐ 4 x 8☐ 11 x 17☐ 27 x 11☐ 5 x 8

e. Security Classification

☐ Classified ☐ Unclassified

Anticipated Distribution (Unclassified Only) See OPNAVINST 5510.1G

☐ Statement A☐ Statement E☐ Statement B☐ Statement F Reason(See OPNAVINST 5510.1G)☐ Statement C☐ Other _____ for this information).☐ Statement D

c. Presentation Style

☐ Typically Structured☐ Functionally Structured (only for FOMM MIL-M-24100B)

Distribution Control (only if other than SEA-09B2)

20. Deliverables. Select the blocks in a. and b. that apply to the procurement.

a. Data Items

☐

Status Reports

☐

Schedules and Status Reports

☐

TMOP

☐

Man., Tech.; Quality Assurance Program Plan

☐

Chart

☐

Man., Tech.; Validation Plan

☐

Man., Tech.; Validation Certification

☐

Man., Tech.; Verification Plan

☐

Man., Tech.; Verification Planning Data Cards

☐

Man., Tech.; Verification Sequence Control

☐

Man., Tech.; Verif. Incorporation Certification

b. Products

☐

Index of Technical Publications (ITP) (for ship only)

☐

Manual, Tech.; Commercial (off-the-shelf equip.)

☐

Magnetic Media (identify the media) _____

☐

Manual, Technical; Standard*

☐

Revision

☐

Change

☐

Manual, Technical; Supplement

☐

Other (cite spec. and DID) _____

☐

Technical Repair Standard*

☐

Technical Manual Outline/Book Plan*

☐

Manuscript Copy*

☐

Preliminary Copy*

☐

Reproducible Copy and Artwork*

☐

Photolithographic Negatives

☐

Photolithographic Negs. Screens and Masks

☐

Photolithographic Negs. Screens and Masks

for Pocket Manual

*** Note: These Product names may appear differently in the TMCR or TMSR due to differences in specifications.**

21. Government Furnished Material (GFM). Include all data needed to prepare the TM, revision, or change.

22. Number of TMCR or TMSR copies requested. _____

TMCR/TMSR No. _____

Use this sheet to list any tailoring requirements. Give details. If more space is needed, use extra copies of Sheet 4 as necessary.

NAVSEA TECHNICAL MANUAL ACQUISITION REQUIREMENTS CHECKLIST (TMARC)

INSTRUCTION SHEET

1. Enter the complete mailing address of the activity requesting the TMCR or TMSR.
2. Enter the name, code, and telephone number of the person requesting the TMCR or TMSR.
3. When completed, the TMARC can be folded for insertion into a window envelope and mailed to the address provided.
4. Enter the name, code, and phone no. of the ISEA/CTA or other technical activity responsible for reviewing the technical manuals (or other deliverable products).
5. Enter the name, code, and phone no. of the Technical Manual Maintenance Activity (TMMA). If same as 2, so state.
6. Enter the name, code, and phone no. of the Life Cycle Manager, or final approval authority for the manual. If same as 2, so state.
7. Enter the name and address of the technical manual preparing activity (if known).
8. Enter the tasking document (contract no., SEATASK no., Basic Ordering Agreement (BOA), procurement request no., etc.).
9. Provide all descriptive information concerning the system/equipment. Provide description of additional system/equipment in the remarks section of this TMARC (Note: The requestor should review the hardware specification, if one applies, prior to continuing to fill out the TMARC).
10. Self explanatory.
11. Are you requesting a modification to a previously issued TMCR or TMSR? Provide the number and describe the modification in the remarks section of the TMARC.
12. If you answer "YES" then go to Sheet 2, if you answer "NO", then go to Number 13.
13. If you answer "YES" then complete all of Number 13. Complete a separate Sheet 2 and 3 for each subordinate technical manual type TMCR required. If you answer "NO" then go to top of Sheet 2.
14. Specify the type of technical manual applicable to this procurement by placing an "X" in the appropriate block(s).
15. Self explanatory.
- 15a. If the procurement is for a revision then complete the entire block. For revision definition see NAVSEAINST 4160.3.
- 15b. If this acquisition is for change pages, complete this section including the existing change number, if any and date of change. Include the reason for the change (example SHIPALT, ORDALT, etc.).
16. If you answer "YES", a TRS must be procured in accordance with NAVSEAINST 4160.2 and a TRS TMCR or TMSR will be provided to you. For definition of overhaul see OPNAVINST 4700.7 and refer to the equipment maintenance philosophy.
17. If a TRS already exists then provide the TRS no. and title.
18. Answer all blocks. (NOTE: A separate ELIN is required for an Illustrated Parts Breakdown).
19. Complete each of the sub-lettered items, as follows:
 - 19a. The maximum thickness of a bound part of a manual is 3 inches. Remember to leave room for future TM changes.
 - 19b. Self explanatory.
 - 19c. If "Functionally Structured" is selected, the TMCR will reflect the requirements of MIL-M-24100B.
 - 19d. Enter the maintenance level which the TM will support. (More than one block may be selected).
 - 19e. Place an "X" in the appropriate block. If the manual is unclassified or will have an unclassified part, then select the applicable distribution statement and provide the appropriate reason (see OPNAVINST 5510.1G). If "Other" is selected then specify. If distribution will be controlled by other than SEA 09B2 then specify.
20. Select the deliverable items required for this acquisition.
21. List all materials that will be supplied to the technical manual preparing activity and include name and number of all existing technical manuals for changes/revisions or other technical manuals as appropriate. Manuals to be used as examples should be listed in this section if they are to be used in this acquisition.
22. Indicate the quantity of TMCRs or TMSRs required.